

NOTICE

There is a job vacancy in the **BAY COUNTY INFORMATION SYSTEMS DIVISION.**

JOB TITLE: **Business Process Analyst**

RATE OF PAY: **\$43,347 per year entry, progressing to**
 \$50,336 per year after 3 years (PB07)

In accordance with the Agreement between the County and the Bay County Association of Managers, Professionals and Supervisors, qualified county employee applicants may first be considered.

GENERAL SUMMARY: The Business Process Analyst’s role is to devise and design business process requirements for all IT-related business, financial, and operations systems critical to core organizational functions. This includes researching and analyzing data in support of business functions, process knowledge, and systems requirements. The Business Process Analyst is also responsible for pro-actively generating and compiling reports based on his or her findings, complete with recommended improvements to – or new requirements for – business processes and operational procedures. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of IT system investments and to assist in implementing new computer systems. Supervision is general and is received from the Information Systems Manager.

TYPICAL DUTIES:

1. Assists departments in the evaluation of automated work processes, systems, and procedures; gathers information on processes, organizational structure, policies and procedures, and computer technology; identifies needed process improvements and analyzes system design alternatives and improvements to existing systems.
2. Obtains input and feedback on system needs from appropriate parties; reviews and documents modifications to current work flow processes and presents findings to department stakeholders for final direction; interfacing processes of all application platforms within the Bay County business system networks; interacts with entire information technology staff to resolve issues and problems related to daily processing requirements; conducts or obtains evaluations of system performance and assist in making modifications or adjustments as necessary.
3. In conjunction with the finance department, reviews and evaluates proposals for new departmental systems involving financial accounting methods, policies, and procedures, and recommends needed improvements; with assistance from the finance department evaluates internal controls and security of new and existing automated accounting applications; monitors the procurement, development, and implementation of those systems to ensure proper integration with other financial accounting systems; assists the finance department staff in the ongoing maintenance of accounting information systems.
4. Prepares and presents comprehensive evaluations, proposals, and recommendations to executive management, advisory committees, and elected officials; prepares specifications and documentation, such as user manuals and systems/code documentation, for new and revised computerized accounting systems.
5. Will be actively involved in the county's automation strategic planning process.
6. Will perform the duties of business analyst, conferring with user departments, analyzing current practices, detailing current methods and arranging effective methods in converting to computer processing, and in conjunction with the technical operations staff, develops recommendations for hardware and software to meet user department needs as they relate to PC and LAN systems.
7. Supervises installation of new software. This includes scheduling of all upgrades to existing systems, critical fixes to vendor software when required, testing of all upgrades in a timely manner and being the focal point of all vendor contacts with assigned applications.
8. Position may require off hours (evenings and weekends) in addition to the normal business day office hours (Monday through Friday - 8:00 AM-5:00 PM) .
9. Participates with WEB development and maintenance.
10. Performs Microsoft SQL queries and database design, programming and administration.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Bachelor’s degree with a major emphasis in computer science, minoring in business and/or related field is required. Knowledge of personal computers and desktop software including Microsoft Office, specifically the importing/exporting of data between business platforms. Excellent communications skills are essential. Ideal candidate will have a minimum of 1-2 years of programming experience that may include PowerShell, ASP.net, HTML5, or JavaScript. Certifications are highly desirable in technical and project management that may include: ITIL, PMP, MTA, MCSO, MCSA, SQL. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time. Valid Michigan operator’s license required.

Make application online at www.baycounty-mi.gov or in person/via US mail to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Wednesday, October 9, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER
BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES.